

## **CITY OF BURBANK**

### **POLICE RECORDS TECHNICIAN**

#### **DEFINITION**

Under supervision, to perform a variety of clerical and radio communications work of average complexity on a rotating shift; to assist Police Officers in the booking, searching and transporting of prisoners; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Operates a computer terminal to enter, modify, and retrieve data; checks and records information on files; verifies work for accuracy and completeness and corrects errors; sends and receives messages from local, state, and federal agencies; operates a two-way radio in order to send needed or requested information to appropriate police field units; sorts and files documents and records by appropriate category; reviews and distributes reports to appropriate destinations; types forms, letters, statistical reports and other material; assembles data and prepares a variety of reports using discretion to recognize and correct discrepancies; purges criminal reports in accordance with city and state guidelines; assists public in completing and processing various forms; responds to routine inquiries; assists Police Officers in the booking, searching and transporting of prisoners; receives, sorts, and distributes incoming and outgoing correspondence; operates a variety of office equipment including calculators, telephones, and word processors; performs a variety of other office clerical responsibilities; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – modern office methods, procedures and equipment; basic arithmetic
- Ability to – organize and maintain recordkeeping systems; learn the rules and regulations of the Federal Communications Commission and the California Law Enforcement Telecommunications System covering the operation of radio receivers and transmitters; learn the proper use and care of radio communications equipment; speak clearly and concisely; analyze situations and adopt an effective, and reasonable course of action; follow oral and written direction; operate a variety of office equipment; and willingness to work rotating shifts and holidays; establish and maintain effective working relationships with supervisors, fellow employees, and the public; work flexible hours including overtime.

**Education/Training:** One year of recent office clerical experience or six months of experience in the City's Work Trainee program and high school graduation or equivalent. Ability to type 35 net words per minute.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.